

**Carteret County CTP Steering Committee Meeting  
March 4, 2010, 11:00 a.m. – 1:15 p.m.  
Town of Cape Carteret Town Hall**

Attendees:

Carteret County:	Jim Jennings
Town of Atlantic Beach:	Jessica Fiester
Town of Beaufort:	Kyle Garner
Town of Cape Carteret:	David Rief
Town of Cedar Point:	Chris Seaberg
Town of Emerald Isle:	Kevin Reed
Town of Morehead City:	Linda Staab
Town of Peletier/Bogue:	Joseph Reilly
Town of Pine Knoll Shores:	Julie Anderson
Beaufort/Morehead City Airport Authority:	Johnny Betts
CCATS (Transit):	Pete Serzikas
Down East Rural Planning Organization:	Rob Will
NCDOT--Division 2:	Betty Ann Caldwell
NCDOT--Transportation Planning Branch:	James Upchurch
NCDOT--Transportation Planning Branch:	Carlos Moya-Astudillo

Documentation Provided by NCDOT:

Carteret County CTP – Quick Reference  
Brief Carteret County CTP Schedule  
Notes from February Meeting (prepared by NCDOT)  
CTP Goals and Objectives Statement – Guidelines  
Survey information letter – Guidelines  
Map Identifying Roads to be studied  
CTP Survey

Meeting Summary:

James Upchurch opened the meeting. Since this is a meeting of consensus, minutes do not need to be approved. Following review of the CTP schedule and the CTP quick reference, he advised that there were eight (8) key roles that needed to be filled and that the members in charge of the specific key roles would make up the “working” committee of the CTP Steering Committee. The eight roles and those assigned are as follows:

1. Crafting the Vision and Goals statement: Jim Jennings
2. Survey: Rob Will
3. Coordination with other Entities: Linda Staab
4. Coordination with NCDOT--Division 2: Betty Ann Caldwell
5. Meeting Coordination: Chris Seaberg
6. Transportation and Land Use Studies: Jim Jennings
7. Public Participation: Kevin Reed (It was noted that each unit has the responsibility of public participation within its jurisdiction.)
8. Technical Assistance: Carlos Moya-Astudillo

*Members of the Committee that were not assigned key roles will be called upon to assist with the assignments as necessary.*

Carlos reviewed the Transportation and Land Use studies he has received so far, and their respective platform—PDF or/and GIS shapefiles. He added that he was still collecting pictures of scenic or Landmark building of local sites for incorporation into the final CTP plan. David Rief agreed to set up a File Transfer Protocol (FTP) web site so information could be easily distributed to and from the NCDOT. He will notify the Committee once the address is available.

James Upchurch reviewed the process by which information will be dispensed to the local communities including the Carteret County Board of Commissioners and the Carteret County Transportation Committee (CCTC). The Committee also discussed the process by which the plan would be approved. Once the draft plan is completed, it will first be presented to the CCTC and then to all local governments.

Carlos indicated that the local municipal governments will be responsible for reviewing and adopting the portion of the plan located within its jurisdiction, after this the CTP plan needs to be endorsed by the Down East Rural Planning Organization (DERPO), finally the CTP plan has to be adopted by the Carteret County Board of Commissioners as well as the North Carolina Board of Transportation (BOT).

The remaining of the meeting time was used to review the CTP survey. The Committee suggested several changes. Once the changes are incorporated, the survey will be redistributed.

**NEXT MEETING:** Scheduled for Thursday, April 1, 2010, 11:00 a.m. – 1:00 p.m., at Town of Cedar Point Town Hall.

